



**Minutes of the Meeting  
of the  
Board of Trustees of the Utah Transit Authority (UTA)  
held remotely via phone or video conference  
and broadcast live for the public via YouTube  
April 8, 2020**

**Board Members Participating:**

Carlton Christensen, Chair  
Beth Holbrook  
Kent Millington

Also participating were members of UTA staff.

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**Call to Order and Opening Remarks.** Chair Christensen welcomed attendees and called the meeting to order at 9:02 a.m. Chair Christensen noted the board and meeting attendees typically recite the Pledge of Allegiance at the beginning of the meeting but will not be doing so in this meeting or future full electronic meetings due to the meeting format.

**Public Comment.** It was noted that online comment received for the meeting was distributed to the board prior to the meeting and will be included as an appendix to the minutes of the meeting.

**Safety First Minute.** Sheldon Shaw, UTA Director of Safety & Security, provided a brief safety message.

**R2020-04-01 Resolution Authorizing Electronic Meetings for the Duration of the Governor's Executive Order 2020-01.** Chair Christensen summarized the resolution, which authorizes the UTA Board of Trustees to conduct full electronic meetings for the duration of the state of emergency declared by Governor Gary Herbert.

A motion to approve R2020-04-01 was made by Trustee Holbrook and seconded by Trustee Millington. The motion carried unanimously, with aye votes from Trustee Holbrook, Trustee Millington, and Chair Christensen.

**Consent Agenda.** The consent agenda was comprised of:

- a. Approval of March 25, 2020 Board Meeting Minutes
- b. Approval of March 27, 2020 Board Meeting Minutes

A motion to approve the consent agenda was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously.

**Agency Report.**

**Service Modification Outreach, Ridership Update, and Communication on COVID-19.**

Carolyn Gonot, UTA Executive Director, was joined by Eddy Cumins, UTA Chief Operating Officer, and Andrea Packer, UTA Communications Director. Ms. Gonot stated UTA continues to put the safety of its employees and riders first. She said the agency fully supports the Governor's "stay home, stay safe" directive. Ms. Gonot requested riders follow social distancing practices on transit and not take transit if they are ill. She added that riders can find information about UTA's response to the COVID-19 pandemic at [www.rideuta.com/health](http://www.rideuta.com/health). Ms. Gonot also noted that employees are receiving regular communication about how the agency is managing during the pandemic.

Mr. Cumins spoke about the operating aspects of UTA's response to the COVID-19 threat. Service reductions necessitated by pandemic-related declines in ridership were implemented on April 5, 2020. As expected, ridership data from April 6, 2020 showed a drop due to reduced service.

Mr. Cumins said the agency is now asking riders to wear masks on the system and added that UTA is distributing masks to operators and frontline employees. Safety measures continue, with daily disinfecting of vehicles and facilities. The agency also intends to hire a contractor to disinfect the major transit hubs.

Ms. Packer reiterated the safety of employees and riders is a top priority. UTA's website is updated regularly and the agency is following federal, state, and local guidelines. Messaging is being distributed via social media and signage on vehicles that promotes social distancing and other protective measures.

Ms. Gonot concluded by stating UTA's key objectives remain the same: keep the workforce and riders safe and ensure fiscal responsibility during the crisis.

Discussion ensued. A question on the overall morale of employees was posed by the board and answered by staff.

**Financial Report – February 2020.** Bob Biles, UTA Chief Financial Officer, reviewed the financial report, including sales tax collections expense variance by mode, expense variance by chief officer, and expense variance by type. Discussion ensued. Questions on year to date sales tax and timeline for receipt of updated information on projected sales tax data were posed by the board and answered by Mr. Biles.

**R2020-04-02 Resolution Granting Expenditure and Disbursement Authority.** Mr. Biles explained the resolution, which adds Siemens Mobility Inc. to the list of vendors authorized for preapproved disbursements under Board Policy 4.2. The agency is authorized to make up to \$500,000 in individual disbursements to vendors on the list. Discussion ensued. A question on the \$500,000 maximum was posed by the board and answered by Mr. Biles.

A motion to approve R2020-04-02 was made by Trustee Holbrook and seconded by Trustee Millington. The motion carried unanimously, with aye votes from Trustee Holbrook, Trustee Millington, and Chair Christensen.

**Board Reserves Policy Discussion.** Mr. Biles was joined by Brian Baker with Zions Public Financing and Blake Wade with Gilmore & Bell. Mr. Biles reviewed recent actions related to cash reserves. He then spoke about new considerations related to cash reserves, such as the November 2019 and 2020 bond refunding, delay in preventative maintenance revenues, and economic impact of the COVID-19 pandemic. Mr. Biles highlighted key aspects of the debt reduction and bond reserves and provided recommendations to the board, including reallocating the debt reduction reserve to the general operating and capital replacement reserves, using sureties to fulfill the senior bond reserve requirement, and using cash to make principal and interest payments.

Discussion ensued. Questions on the timing of the reallocation, timeline for receipt of formula funds from the CARES Act, perspective of rating agencies on recommended actions, potential opportunity costs associated with taking recommended actions, timing of principal and interest payments, costs associated with using sureties to replace cash reserves, dates for principal, and interest payments required this year were posed by the board and answered by staff. It was noted that any amendment to the current bond documents would need to come before the board. The board directed Mr. Biles to investigate the option of using sureties to replace cash reserves.

**R2020-04-03 Resolution Approving the Use of the Authority’s Service Sustainability Fund in Light of the National and State Declarations of Emergency Regarding the Novel Coronavirus (COVID-19) Outbreak.** Mr. Biles described the resolution, which authorizes the use of the \$9.6 million service stabilization reserve to address revenue shortfalls, less expense adjustments, resulting from the COVID-19 pandemic.

A motion to approve R2020-04-03 was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously, with aye votes from Trustee Millington, Trustee Holbrook, and Chair Christensen.

### **Contracts, Disbursements, and Grants.**

**Grant Application: BUILD Grant Application for Point of the Mountain Transit Environmental Study (US Department of Transportation).** Mary DeLoretto, UTA Chief Service Development Officer, stated UTA’s intention to apply for a Better Utilizing Investments to Leverage Development (BUILD) grant to fund completion of a National Environmental Policy Act (NEPA) document for the Point of the Mountain Transit Study, including conceptual and/or preliminary engineering. Discussion ensued. A question on the dollar amount of the application was posed by the board and answered by Ms. DeLoretto.

**Grant Application: Safety Research and Demonstration Grant – Suicide Prevention Research and Demonstration Project (Federal Transit Administration).** Ms. DeLoretto indicated the agency is preparing a grant application to support a radar and camera surveillance system intended to reduce suicide and trespasser-related incidents. Discussion ensued. Questions on the dollar amount of the application and communities the agency is approaching for a local match were posed by the board and answered by staff.

**Grant Application: Transit Security Grant Program – Proposed Projects (Homeland Security).** Ms. DeLoretto said UTA plans to submit an application for funds under the Transit Security Grant Program for four projects: cybersecurity, mobile camera trailers, training exercises, and FrontRunner cameras. Discussion ensued. Questions on the total dollar amount of the application and timeline for the selection process were posed by the board and answered by Ms. DeLoretto.

### **Discussion Items.**

**South Salt Lake County Microtransit Pilot Quarter 1 Report.** Nichol Bourdeaux, UTA Chief Communications & Marketing Officer, was joined by Jaron Robertson, UTA

Director of Innovative Mobility Solutions, and Andrea Packer, UTA Communications Director. Mr. Robertson reviewed the goals and objectives of the pilot and provided the board with information on ridership, utilization, customer experience ratings, and performance. Ms. Packer then spoke about marketing and promotions for the project. Following Ms. Packer's remarks, Mr. Robertson covered next steps.

Discussion ensued. A question on using microtransit service in the agency's ridership recovery efforts following the COVID-19 pandemic was posed by the board and answered by staff.

Trustee Holbrook requested analysis of the pilot include the possibility of incorporating the service in other communities.

**Fuel Hedging.** Mr. Biles delivered a presentation on fuel hedging and associated considerations. Discussion ensued. Questions on the impact of a fuel hedging program on existing contracts, market volatility, possibility of creating a fuel hedging reserve, and costs associated with fuel hedging were posed by the board and answered by Mr. Biles.

**Other Business.**

**Next Meeting.** The next meeting of the board will be on Wednesday, April 15, 2020 at 9:00 a.m.

**Closed Session.** Chair Christensen indicated there was a need for a closed session to discuss collective bargaining. A motion for a closed session was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously.

Chair Christensen called for a ten-minute recess at 11:05 a.m. and the board entered into closed session at 11:15 a.m.

**Open Session.** A motion to return to open session was made by Trustee Holbrook and seconded by Trustee Millington. The motion carried unanimously, and the board returned to open session at 11:36 a.m.

**Adjournment.** The meeting was adjourned at 11:37 a.m. by motion.

Transcribed by Cathie Griffiths  
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*This document is not intended to serve as a full transcript as additional discussion may have taken place; please refer to the meeting materials, audio, or video located at <https://www.utah.gov/pmn/sitemap/notice/597961.html> for entire content.*

*This document along with the digital recording constitute the official minutes of this meeting.*

**Appendix**

**Online Public Comment  
to the  
Board of Trustees of the Utah Transit Authority (UTA)  
Board Meeting  
April 8, 2020**

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**Received April 6, 2020 from George Chapman:**

comments to be read before or during Board of Trustees Apr 8 meeting

I acknowledge the serious issues facing UTA but I urge UTA to stop all projects and focus all funding on bus service. Loss of a robust bus system will result in many buying cars which will set back mass transit use a decade.

No matter how many hundreds of millions that UTA spends on projects, ridership will not return when it is competing with pandemic fears and the enjoyment of the freedom and efficiency that a new personal vehicle brings.

UTA should reevaluate if all day FrontRunner and TRAX makes cost effective sense if only 10 passengers ride the trains. UTA should consider using express buses on freeways to substitute for rail service if it is more cost effective. Taxpayers will never forgive spending a thousand dollars subsidy per rider on FrontRunner.

I also suggest that bus fares should go to zero to not have the bus drivers have to interface with riders.

I thank all of you for your service during these difficult times.

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